

JOB DESCRIPTION

an excellent place to live, work and play

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

This is a broad job description. Employees in this classification with additional essential job functions, education/experience, licenses/certifications, or knowledge/skills/abilities may be placed at a higher tier within the assigned pay grade. The requirements for advancement to a higher tier will be determined by the Town Manager, the Administrative Services Director, and the Department Head.

Park Service Aide Part-Time

Department: Parks & Recreation

Pay Grade: Part-Time

Hourly Rate: \$11.25 -- \$13.10

FLSA Status: Non-Exempt

JOB SUMMARY

The Park Service Aide is responsible for the safety and supervision of participants in town coordinated events, such as tennis camps or youth summer programs. This position is responsible for the safety and maintenance of park facilities, and enforcement of all park rules and regulations. This position is part-time, not to exceed 25 hours per week. Hours and days off varied.

ESSENTIAL JOB FUNCTIONS

- Assists with the coordination of recreational activities.
- Performs manual work in semi-skilled jobs involving maintenance, repair of buildings and grounds, and construction.
- Performs general maintenance and clean up duties at the park such as: emptying trash and ash tray bins, sweeping, mopping and vacuuming floors, wiping down tables and chairs and other furnishings, replenishing toilet paper and hand towels, cleaning concession area, restrooms, and ball fields.
- Maintains and marks game fields. Prepares fields for sport and program games. Tests, maintains, services, and adjusts equipment.
- Plans, organizes, and performs journey-level surface preparation and application on athletic fields operations.

- Sets up game and practice fields for special events. Performs painting, game-day field preparation, and field equipment placement as appropriate.
- Performs concession and cashier duties and sale of retail products.
- Enforces safety and other park rules and regulations.
- Performs related recreational work as assigned by the Community Services and Parks Director and Recreation Coordinator.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or a GED equivalent.

Requires one (1) years of related experience.

Equivalent combination of education and experience may be considered. Requirements may be waived by the Town Manager.

Licenses or Certifications:

Requires a valid State of Florida driver's license, and the ability to maintain an acceptable driving record at time of appointment, and throughout employment. Additional specialized training in instructing, teaching or a related field is desirable.

Special Requirements:

- Must be a non-smoker.
- Must be fluent in English.
- Fluency in Spanish is preferred.
- Applicants must also complete all requirements established by the Town of Cutler Bay for employment. This may include, but is not limited to, a comprehensive background investigation and a job-related medical examination that includes a drug screening test.

Knowledge, Skills and Abilities:

- Must possess excellent customer service skills, and establish good customer relations.
- Requires limited knowledge of the materials, methods, and equipment typically used in recreational work and clean up duties.
- Requires ability to operate equipment or machinery such as vehicles or commercial mowers.
- Ability to understand and follow simple, oral, and written instructions.
- Knowledge of basic rules of safety, and ability to enforce applicable rules and regulations.
- Requires physical strength and agility to perform assigned tasks including: bending, twisting, walking, climbing, reaching, lifting, and carrying.
- Must be able to work independently, and complete daily tasks according to work schedule.
- Ability to get along with others, and work effectively with the public and fellow workers.
- Requires the ability to maintain high ethical and moral standards.

PHYSICAL DEMANDS

The job requires medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT

Works in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Salary:

Hourly Rate: \$11.25 -- \$13.10

Salary will be determined based on experience and qualifications.